Preserve

1

G. R. S. IX-5]

Previous references.

File No. 57

1916-17

Serial Nos. 1-4

(E Ag.)

Later references.

GENERAL AND REVENUE SECRETARIAT.

PS6/E

Serial Nos. 1-4

Part B for December 1918.

SUBJECT.

Inspection Rules

To. The Sanitary Commr in Mysore
The Deputy Commrs of districts

G.O. no. 1390-98 E. Ag 57 dated 12th nov. 1918

Sanctions the — for the Notices under Contd of the Sanitary Commr.

W D-99—GPR—50,000—04-7-18

Madan 16/11/18

2

G.R.S. 11]

1916.

GENERAL AND REVENUE SECRETARIAT.

(E.A.B.)

NOTES.

E.A. File No (G) 5)

FILE HEADING.

Questions for the inspection of the office of the Sanitary Commissioner in Mysore

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

Reminded on 8.6.16.

Reminded on 8.6.16.

Reply No. 5011 dt 30.6.16 from the Sany Comr stating that proposals will be sent by the 10th July.

Reminded on 12-8.16

Reminded 30 10-16

NOTES—First Sheet.

GPB—35,000—15-6-12

3

G. R. S. 12]

General and Revenue Secretariat. | File No. 57 of 191

Serial No.

Draft-reminder put up.

Subd
Pr 18.4) Reminded on 20.4.17.

Sanitary Commr's letter No. C.E. 1185 of the 27th ult. (per) stating that the proposals will be sent up on or before the 10th instant

Subd. Will be awarded.

4/5/17.

A reminder is put up.

Subd
Pr 6.7)

No. 20/E. A.S. 57-16 of 7.7.1917 from the Sanitary Commissioner requesting early subn of proposals for the periodical insptn of office under his control.

Sft reminder issd.

Reminder issued 15.8.17

A do. reminder put up.

Subd
Pr 24-9) Reminder issued on 2.9.17

A reminder is put up.

Subd
Pr
2-11) Issue

Reminder issued on 5.11.17

Letter No. G.E. 31-6 of 8.12.17 from the Sanitary Comr forwards draft insptn rules for the offices under his control.

NOTE—Contn. sheet.

GPB—20,000—30-6-15

WD 1238—GPB—60,000—1-12-16—S.

4

G. R. S. III-2]

General and Revenue Secretariat.

E. H. File No. 57 of 191 .

Serial No.

The Sanitary Comr. has sent a set of inspection questions for his office & says that it applies to the Subdivisional offices also.

The questions relating to the Disposal Number system and to the provisions in the Sanitary Comr's office manual cannot apply to the Subdivisional offices.

It is not stated who should inspect the office and at what period.

The form proposed contains only the standard set of questions sent from this office. No technical points relating to the dept are mentioned.

Submitted.
[illegible]
22/12/17

Write on these points.
The proposals are quite incomplete
[illegible]
24/12/17

Draft submitted.
[illegible]
26/12/17

Please make a fair copy & put up
[illegible]
27/12

Letter No. 955-E.H.S. 57 dt. 3-8-18 to Sanity Comr. returning inspn rules with certain observations.

NOTE—Contn. sheet.

D 5 8V

WD 1233—GPB—60,000—1-12-16—S.

5

G. R. S. III-2]

General and Revenue Secretariat.

E. A. G. File No. 57 of 1916.

Serial No.

A reminder is put up.

Subd
Br
15.2

MU
18/2

Reminder issued on 18.2.18

From
The Sanitary Commissioner
Letter no G.C. 31-9 dated 28-2-1918.
In reply to a reminder, states that the revised list of inspection questions will be sent on or before the 15th March.

Subd
5/3

MU
8/3

The proposals are due today. A reminder is Subd

Br
15.3

MU
16/3

Reminder issued on 19.3.18

Reminded again on 25-6-18.

Draft of a D.O. reminder is submitted.

MU
21/8

19/8/18 Asst. C.

D.O. no 819 of 24-8-18

Santy Commr's letter No. G.C. 135-2 of the 5th Sept 18 submitted a revised set of qns.

A few additions and alterations in accordance with the recent orders of Govt. have been made and a draft

NOTE—Contn. sheet.

P-103

6

G. R. S. III-2]

General and Revenue Secretariat.

EAR File No. 57 of 191

	Serial No.	
36h 28.9.18		approving is put up. Submitted. Regd 27/9 Second member) 28/9 11 30/9 Done 3/10
Sent to Press on 5/10/18 Proof received back on 11-11-18. Print order given on 20/11/18	1	To the Sanitary Commr in Mysore & the D. Cos of districts. No 13901398 8/12 11/18 sanctions the inspection rules of the Sanitary Department. (issued on 16-12-18)
	4	

NOTE—Contn. sheet.

WD A 1789—GPB—60,000—20-3-18—9.

No. G.C. 31-6/Sl.1

Office of the Sanitary Commissioner
with the Government of His Highness
the Maharaja of Mysore,

Dated, Bangalore, 8. 12. 1917.

D 285
14-12-17

From

M. Srinivasa Rau Esquire., M.A., M.D., B. SC., (Edin)
D. P. H., (Cantab) & F. C. S., (London.)
Sanitary Commissioner with the Government of His Highness the Maharaja of Mysore, Bangalore.

To

C.S. Balasundaram Iyer, Esq., B.A.,

Chief *Secretary to the Government of His Highness the Maharaja of Mysore,* ~~Department,~~

BANGALORE.

Sir,

+ Remarked

With reference to your letter No. 580-E.A.G.57, dated the 3rd November 1917, I have the honor to submit herewith a set of questions for the inspection of the Sanitary Commissioner's Office. The questions also apply mutatis mutandis to the subordinate offices under my control.

I have the honor to be,

Sir,

Your most obedient servant,

M Srinivasa Rau

Sanitary Commissioner.

8

19

From

B

The Sanitary Commissioner
in Mysore, Bangalore.

To

The Chief Secretary to the Government
of H. H. the Maharaja of Mysore,
~~Department~~
Bangalore.

Dated 8. 12. 17

Despatched

Received

General No. G. C. 31-6
No.

146

Enclosure No. One

SUBJECT.

Submitting a set of questions for inspection of the offices under the Sanitary Commissioner's control.

MEMO OF QUESTIONS FOR THE INSPECTION OF THE SANITARY COMMISSIONER'S OFFICE.

..o..--oOo---..o..

1. Name of Inspecting Officer with designation.

2. Duration of Inspection { Date commenced ..... / Date concluded .....

3. Previous Inspection { Date ..... / Name and designation of Inspecting Officer .....

QUESTIONS.

I. General.

1. Is the office accommodation sufficient and suitable? Are the rooms and premises kept clean?

2. Is an attendance register in use? Is the attendance regular? Who checks the register daily?

Is any note kept of late attendance?

Is absence on leave including casual leave authorised in all cases? Are the orders sanctioning leave systematically recorded?

3. How many clerks are working in the office and what is the qualification of each?

Service Registers,

Lists of Establishments, etc.,

4. Is an up-to-date list of establishment both clerical and menial maintained?

5. Is a record of the qualifications and services of the ministerial officers maintained up-to-date?

6. Is a service register maintained for every permanent official and brought up-to-date? Are these registers arranged in order and kept in the records in a separate box? Who keeps the key of the box?

Is a character roll for every member of the office establishment, similarly maintained?

7. Is an office order book maintained? Are orders of leave, punishment, etc., regularly recorded and given effect to?

8. Is a register of applications for appointments maintained and are selections made therefrom?

10

9. Are all appointments made in accordance with rules pertaining to the Department?

10. Is a record of the distribution of work among the several clerks maintained? Is the work assigned to each official sufficient without being excessive?

Arrear Lists.

11. Does every official prepare and submit once a month a list of references pending with him as required by Rule 14 of the General Rules of Office Procedure? Are these lists consolidated and is a statement submitted by the 5th of the month following?

12. Are these lists scrutinised carefully by the ministerial head of the office and reminders sent promptly where necessary?

What is the state of work indicated by these records? What is the arrangement for clearing arrears, if any?

A copy of the latest arrear list may be appended.

Reports and returns.

13. Is a stock-list of periodical reports and returns prepared and maintained up-to-date?

14. Are the several periodicals properly posted up in the periodical register in the order of their falling due?

15. Is a daily calendar maintained showing the dates of incomming and outgoing periodicals and of the work to be done in the office in connection with their timely receipt, preparation or submission? The calendar in use at the time of inspection may be examined.

16. How many and which returns were overdue at the time of inspection?

Furniture List.

17. Is a register of furniture maintained? Are all the articles of furniture entered therein together with details as to the cost and date of purchase of each? Is the register verified once every quarter and the result reported to the head of the office? Is a note made in the register of all articles lost or which have become unserviceable?

Is the furniture adequate to the needs of the office or more than necessary? What is the condition of the furniture kept?

Stationery and Forms.

18. In whose custody is the office stationery? Are the stock and issue registers regularly maintained? Are they submitted monthly for the inspection of the officer in charge? Is a verification by stock-taking done once in a year?

Is a general indent book maintained for monthly issue of stationery?

Are old and unserviceable articles sold by public auction and the proceeds - credited to Government, (vide rule 19 of the Stationery Rules)?

19. Who keeps the stock of forms? Where are they kept? Are they neatly arranged? Are all receipts and issues noted in a register?
Is a stock list of departmental and office forms maintained?

20. Is a register of periodical issue of stationery maintained? Vide Rule 36 of the Stationery Rules.

File of Standing Orders.

21 Is a complete set of the Standing orders of Government relating to the work in the office maintained? Are the files complete and up-to-date?

Is it provided with a list of contents and if bulky, also an index?

22. Is a similar file maintained of departmental circulars?

Library.

23. In whose charge is the office library and where is it kept?

24. Is a register maintained for entering books and publications as they are received and is it written up-to-date?

25. Is a classified catalogue of the office library maintained up-to-date?

26. Are all books received into the library correctly labelled and deposited in their appropriate places?

27. Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc.,?

28. Are any books issued without a receipt or lent to strangers without the permission of the head of the office?

29. Is a monthly report of books removed and not reurned submitted?

30. Are cases of loss of, or damage to, any books reported promptly and orders obtained for their replacement?

II. Correspondence Registers.

31. Is there a standing list of the kind of papers to be registered and of those that need not?

32. Are the registers of inward and outward correspondence properly maintained in accordance with rule 21 of the office Mannual.

3. How many of such registers are maintained Are a peon book and tappal book maintained?

4. Is a register maintained to enter all covers as they are received in the office.

5. Are the registers written up neatly? Are the entries concise and clear?

6. Are allreceipts classified in the manner laid down in rule 11 of the General rules of office Procedure?

7. Is there any delay in the fair copying and despatching of letters? Are all papers despatched invariably on the day they are signed or the following day? A few issues may be examined with reference to peon book and tappal book.

8. In whose custody are "confidential papers kept? Are they kept seperately and properly locked?

9. Is a personal register of "currents dealt with by each clerk maintained?

40. Are the rules prescribed in regard to the arrangement of papers, putting up notes for submission and drafting (vide rules 32-40 & 49-50 of the office mannual) observed?

41. Are disposal lists properly maintained? Into how many series are disposals classified? Is there a standing list maintained in order to serve as a guide for deciding the series into which disposals might go? The list may be examined.

Are all disposals promptly sent to the record room?

42. Are papers of a recurring naturebundled up in chronological order and periodically sent to the records (Rule 75 of the office mannual)?

Are gazettes and other printed literature dealt with in the manner laid down (rules 80-82 of the office Mannual)

43. Are disposals other than of the routine series indexed without delay. What is the system of indexing adopted? Specimen index sheets may be examined

44. Is a stock list kept of the registers maintained in the office.

45. Are all the registers periodically examined by the ministerial head of the office and signed by him in token of inspection?

111 Cash and Contingencies.

46. Are the following registers prescribed by rule 25 of the general rules of office Procedure maintained?

(1) Cash Book.
(2) General ledger or classified abstract of the monthly totals of the cash book.
(3) Contingent Register.
(4) Order book for contingent charges.

47. What is the amount of permanent advance held by the office Is an account of it correctly kept? What is the balance on hand? Is it forthcomming?

48. Is there any money on hand awaiting remittance to the treasury or payment to parties? Details may be furnished.

49. Are there any long-standing advances made out of the office imprest, awaiting adjustment? Details may be furnished.

50 Are all charges incurred on account of contingencies entered in the Contingent Register from day to day? Vide articles 81 of the Civil Account Code. Are totals struck at the end of the month?

The necessity for any unusual charges may be scrutinised.

51. Are all contingent charges incurred under due authority sanction of higher authorities being obtained where necessary?

52. Is the abstract contingent bill drawn at the end of each month in the manner laid down in article 83 of the Civil Account Code and are the initials of the head of the office obtained?

53. Is the expenditure kept within the budget grant?

54. Is the account of service Postage labels correctly written up? Who keeps them and where? Does the balance of labels agree with the book balance? Is the account periodically verified by the head of the office.

55. Are salary bills prepared with reference to the attendance register, leave register and office order book? Are drafts of the pay bills maintained?

56. Is an acquittance roll maintained ? Are all salaries drawn duly disbursed and proper receipts taken therein? Is a stamped receipt obtained for payments of over Rs.20/- Is the register examined every month by the head of the office?

57. Are the bills and payments posted in the cash book?

58. Is undisbursed pay shortdrawn invariably in the pay bill of the next month?

59. Is necessary sanction obtained for drawing the pay or allowances of incumbents of appointments requiring sanction of the higher authorities?

60. Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

61. Are drafts of the office Travelling allowance bills maintained?

Is there any undisbursed Travelling allowance kept? How is undisbursed Travelling allowance disposed of?

62. Have personal claims of officers to pay, allowances and increments been discharged without delay?
If any are delayed what is the cause for the same?

63. Are pension applications prepared and submitted in time as required by Government order No.Fl 7215-55 S and A 484-08-1, dated 7th May 1909.

64. How many cases are pending and why? The last pension quarterly may be reviewed.

IV. RECORDS.

65. The rules, if any, under which the records are arranged may be quoted. If no such rules exist, the system of arrangement followed subjectwar, or chronological, etc., may be briefly explained.

66. Are all disposed of records promptly made over to the record-keeper duly arranged and stitched?
What is the number of such records remaining to be sent to the record room.

67. Do the record arrangements conform to the instructions laid down in rules 117 & 119 of the Mannual.

68. Are all the records sorted according to the prevailing system? If not what is the quantity of papers remaining to be sorted ? What time is necessary to complete their sorting?

69. In whose charge are the records kept? Are records permitted to be removed without a substitute slip signed by the requisitioning official? Are the records properly dusted and kept tidy.

A list of the records taken out of the record room and outstanding for long periods may be given.

70. Have rules been framed for regulating the periodical destruction of unserviceable records and have all time-expired papers been eliminated according to such rules.

71. Is a special register kept for entering the obsolete records ordered to be destroyed?

Miscellaneous

72. Is an inspection minute book maintained and written up as laid down in para 4 of Government order No.10870-918-E A 43-14-1, dated 10th April 1915.

Are the rules for improving the efficiency of offices ~~generally~~ observed?

73. Extent to which points noted for action at previous inspections have been attended to.

74. Any irregularities or informalities observed in the course of inspection, whether connected with the printed questions or not and suggestions, if any, for improving the efficiency of the working of the office?.

Bangalore,

Dated 8 December 1917.

Sanitary Commissioner.

G.R.S.31]

GRSM. 427

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE,

GENERAL AND REVENUE SECRETARIAT

Bangalore, Dated ~~27th December~~ 2nd January *191*8

No. 955-E.A.S. 57

From

The Chief *Secretary to the Government of His Highness the Maharaja of Mysore,*

To

The Sanitary Commissioner in Mysore,

Bangalore.

SIR,

With reference to your letter No.G.C.31-6 dated the 8th December 1917 submitting, for approval, a set of questions for the periodical inspection of your office and stating that the form applies also to the subordinate offices under your control, I am directed to observe that the questions are all of a general character. They should be supplemented by a separate set of questions bearing particularly on the special work and registers (a) of the Sanitary Commissioner's office and (b) of the subordinate office of the Department.

Proposals may also be submitted as to by whom and at what intervals each class of offices will be inspected.

I have the honour to be,

Sir,

Your most obedient servant,

For Chief Secretary to Government.

17

G. R. S. VI—G/32]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

Section 57/G.A.G.

File No.

Serial No.

GENERAL AND REVENUE SECRETARIAT,
( )
, the 191

No. 955-E.A.G. 57

Date of issue 3. 2. 1918

To The Sanitary Commissioner

Signed by Mr. R. Madhava Rao

Sir,

With reference to your letter No. G.C. 31-6 of the 8th December 1917 submitting for approval a set of questions for the periodical inspection of your office and stating that it applies also to the subordinate offices under your control, I am directed to observe that

~~(1) The Name of the Subordinate~~

The ~~form~~ questions are all of a ~~Suggestive~~ general character - ~~(2) separate~~ ~~set of~~ questions bearing exclusively on the

The questions are all of a general character. They should be supplemented by a separate set of questions bearing particularly on the special work & requirements of the Sanitary Commr's office (les) of ~~other~~ subordinate offices of the Dept

The form

Proposals may also be made as to by whom & at what intervals such class of offices will be inspected

~~The questions are all of a general character.~~

The ~~[illegible]~~ Officers by whom & the period during which each office should be inspected have not been given.

(2) ~~The technical~~ No questions relating to the special work and registry ~~to~~ the Sanitary Deptt ~~[illegible]~~ have not been included.

(3) It is not known how the set of questions proposed for the Sanitary Commr's office ~~for~~ can apply mutatis mutandis to the subordinate offices - In the former office the ~~this~~ work is conducted under the Disposal Number system which in the latter that system is not introduced.

The set of questions may be revised in the light of the above observations and fresh forms for the inspn of the different classes of offices in the department may be furnished very early

(3) I am to suggest that in addition to the general questions now given, two separate sets of ~~separate~~ questions for the sanitary Commr's office and for the subordinate offices

I am to suggest that in addition to the questions contd

List of enclosure

Copied by

Examined by

Yours ch

WD 86—GPB—60,000—15-11 16

For Sch Secy

WD 02785—GPB— 79,000—25-2-17—S.

19

SC3

191

From

The Sanitary Commissioner in Singapore

To

The Chief Secretary to Govt. of Singapore

Dated 5.9.18

Despatched

Received 6 SEP 1918

General No. G.C 135-2 14239

No.

Enclosure No. 1 file + 18th

Forwarding a revised set of questions for the periodical inspection of offices and institutions under the Sanitary Commissioner

GEN. & REV. SECRETARIAT VIII E. AUDIT. 6 SEP 1918

D-400
10-9-18

20

Office of the Sanitary Commissioner
with the Government of Mysore,

No. G.C. 135-2 El. 1 file + 1 statement. Bangalore, dated the 2/5 September 1918.

From

M. Srinivasa Rau Esq., M.A., M.D., B.Sc., Etc.,
Sanitary Commissioner with the
Government of His Highness the Maharaja of Mysore
Bangalore.

To

C.S. Balasundaram Iyer Esq., B.A.,
Chief Secretary to Government, Bangalore.

Sir,

With reference to your letter No. 955/E.A.G.59, dated 2nd January 1918, I have the honor to submit herewith a revised set of questions for the periodical inspection of offices and institutions under my control.

2. A statement showing by whom and at what intervals each of the offices and institutions has to be inspected is also submitted.

I have the honor to be,
Sir,
Your most obedient servant,

M. Srinivasa Rau

Sanitary Commissioner

Statement showing by whom and at what intervals each of the Offices and Institutions under the Sanitary Commissioner has to be inspected.

Name of Offices & Institutions	Inspecting Officer	Frequency of inspection	To whom the inspection report should be submitted.
1. Sanitary Commissioner's Office	Sanitary Commissioner	Once a year	Government.
2. Public Health Institute	D i r e c t o r	-Do-	-Do through the Sanitary Commissioner.
3. Vaccine Institute	Superintendent	-Do-	Sanitary Commissioner
	Sanitary Commissioner	-Do-	Government.
4. Office of the District Sanitary Officer.	Deputy Commissioner	-Do-	Sanitary Commissioner
	Sanitary Commissioner	-Do-	Government.

for Sanitary Commissioner

G.R.S. VI-71]

SUBJECT: Sanctioning inspection rules for the offices of the Sanitary Dept.

Diary No. of letter replied to.....

Section E.A. 2
File No. 57
Serial No. 14

General and Revenue Secretariat
( )
, the 191 :

Proceedings of the Government of His Highness the Maharaja of Mysore.

Date of issue 16-12-18

Signed by Sd/- N. Madhava Rao

Read.—
Correspondence ending with letter No: C.C. 135-2 of the 5th Sept 1918 from the Sanitary Comr. in unpaging & putting for approval a revised list of questions for the inspection of the offices under his control.

Order Thereon:—No. 1590-1398 Order No: E.A. 85 9-2-19 12-11-18

The following arrangement proposed by

over.

May this be

i Printed?

ii treated as a standing order?

iii published in the Gazette English part?

iv translated?

v placed at the disposal of the press?

vi published in the Gazette Kannada part?

the Sanitary Cons: for the periodical inspection of the offices & institutions under his control are approved.

Name of office or institution	Inspecting officer	Frequency of inspection	To whom the inspection report should be sent
1. Sanity: Cons: office	Sanity Cons:	once a year	Government
2. Public Health Institute	Director	do	do thro: the Sanity: Cons:
3. Vaccine Institute	(1) Superintendent (2) Sanitary Cons:	do do	Sanity Cons: for the
4. Offices of Dist: Sanity Offrs.	Dy Cons: of the Dt Sanity Cons:	do do	Sanitary Cons: for the

~~The time of the year when each of the inspections should be conducted will be fixed by the Sanity Cons: and communicated to Govt.~~ so as not to overlap one another.

A memo: of points to which the inspecting officers are required to give their particular attention in the course of inspection is appended to this order.

List of enclosures.

Copied by

Examined by

Chief Secy to Govt.

To The Sanity Cons: in his office
The Deputy Commissioners of Dists.

MEMO OF QUESTIONS FOR THE INSPECTION OF THE OFFICE OF THE SANITARY COMMISSIONER WITH THE GOVERNMENT OF MYSORE AND OTHER OFFICES SUBORDINATE THERETO.

(Questions applicable to all offices)

1. Name of Inspecting Officer with designation.

2. Duration of Inspection — Date commenced / Date concluded.

3. Previous Inspection — Date / Name of Inspecting Officer

General.

1. Is the office accommodation sufficient and suitable? Are the rooms and premises kept clean?

2. Is an attendance register in use? Is the attendance regular? Who checks the register daily?

3. How many clerks are working in each branch of the office and what is the qualification of each?

Service Registers, lists of Establishments etc.

4. Is an up-to-date list of the establishment, both clerical and menial, maintained?

5. Is a record of the qualifications and services of the ministerial officers maintained up-to-date?

6. Is a service register maintained for every permanent official and brought up-to-date? Are these registers arranged in order and kept in the records in a separate box? Who keeps the key of the box?

7. Is a character roll maintained for each official and are these also brought up-to-date?

8. Is an office order book maintained? Are orders of leave, punishment, etc., regularly recorded and given effect to?

9. Is a register of applications for appointments maintained and are selections made therefrom?

25

10. Are all appointments made in accordance with rules pertaining to the department?

Distribution of work.

11. Is a record of the distribution of work among the several clerks in each branch maintained? Is the work assigned to each official sufficient, without being excessive?

12. Does each official maintain a diary or personal register, and do the entries show sufficient work for each day? What is the general condition of the work indicated by these records? Is it up-to-date and efficient?

Arrear lists.

~~13.~~ Does every official prepare and submit once a month, a list of references pending with him as required by Rule 14 of the General Rules of Office Procedure? Are these lists consolidated and is a statement submitted by the 5th of the month following?

13. Is an arrears statement prepared by the Chief ministerial offr. in the form prescribed in Fo. No: 672-72/S.A.G. 300 dt 12-8-18 & submitted

14. Are these lists scrutinised carefully (by the ministerial head of the office) and reminders sent promptly where necessary?

15. Are similar monthly statements called for from subordinate offices, if any, and scrutinised before the 15th of the month following?

16. A copy of the latest arrear list may be appended.

Reports and Returns.

17. Is a register of periodicals maintained and posted up-to-date? Is it scrutinised by the head of the office?

in the form prescribed in Ge. 18-244-94/S.A.G. dt 1-8-18

18. Is a calendar showing the dates of periodicals, reports and returns due to and from the office maintained and kept up-to-date? How many such returns were overdue at the time of the inspection?

Furniture list.

19. Is a register of furniture maintained? Are all articles of furniture entered therein together with details ~~as to the cost~~ date & price of each? Is the register verified once every quarter and the result reported to the head of the office? Is a note made in the register of all articles lost or which have become unserviceable? Is the

26

19. the furniture adequate to the needs of the office or more than necessary? What is the condition of the furniture kept?

Stationery and forms.

20. In whose custody is the office stationery? Are the stock and issue registers regularly maintained? Are they submitted monthly for the inspection of the officer in charge? Is a verification by stock-taking done once a year?

21. Is a general indent book maintained for monthly issue of stationery?

22. Are old and unserviceable articles sold by public auction and the proceeds credited to Government? (vide Rule 19 of the Stationery Rules)

23. Who keeps the stock of departmental and office forms? Where are they kept? Are they neatly arranged? Is a stock register of the forms mamntained? Are all receipts and issues noted in the register?

24. Is a register of periodical issue of stationery maintained? (vide Rule 36 of the Stationery Rules.)

File of Standing Orders.

25. Is a complete set of the standing orders relating to the work of the office maintained? Are circular instructions relating to several branches of the office maintained by the concerned clerk in each branch in separate files? Are these files complete and up-to-date?

26. Is each provided with a table of contents and if bulky, also an index?

27. Is a similar file maintained of circulars issued from the office?

28. Are the departmental Codes and Manuals, if any, kept up-to-date?

L i b r a r y.

29. In whose charge is the office library and where is it kept?

27

30. Is a register mamntained for entering books and publications as they are received and is it written up-to-date?

31. Is a catalogue of the Office Library maintained up-to-date?

32. Is the stock of books verified with reference to the catalogue once a year?

33. Are all books received into the library correctly labelled and deposited in their appropriate places?

34. Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc.,?

35. Are any books issued without a receipt or lent to strangers without the permission of the head of the office?

36. Is a monthly report of books, removed and not returned, submitted?

37. Are cases of loss or damage to any books reported promptly and orders obtained for their replacement?

T o u r.

38. Is a definite programme drawn up and adhered to?

~~38.~~

Correspond~~ing~~ence registers.

39. Are the registers of inward and outward correspondence properly maintained as required by the office manual?

~~39.~~ How many of such registers are maintained? Are a peon book and tappal book maintained?

40. Are the registers written up neatly? Are the entries concise and clear?

41. Are all receipts classified in the manner laid down in rule 11 of the General Rules of Office Procedure? Are they properly explained) in the manner laid down in G.O. 18. 1832-81/E&A, 260 & 264

42. Is there any delay in the fair copying and despatching of letters? Are all papers despatched invariably on the day they are signed or the following day? A few issues may be examined with reference to the peon book and tappal book.

43. Is a register maintained to enter all covers as they are received in the office?

44. Is a separate petition register maintained in the form prescribed, ~~by~~ vide rules 22 of the Petition Rules, ~~and~~ does it show the method of disposal and the date and nature of endorsements granted?

28

~~45.~~ Is there any abnormal delay in the disposal of petitions?

~~46.~~ Is the half-yearly return of petitions sent up regularly, as required by rule 24 of the Petition Rules?

~~47.~~ Are disposal lists properly maintained? Is the classification of disposals into series done on any uniform basis?

45 ~~48.~~ Are all the registers periodically examined by the ministerial head of the office and signed by him in token of his inspection?

46 ~~49.~~ Are all disposals promptly made over to the record-keeper, duly arranged and stitched? What is the number of such records remaining to be sent to the record room?

Cash and Contingencies.

47 ~~50.~~ Are the following registers prescribed by rule 25 of the General Rules of Office Procedure maintained?

(1) Cash book.

(2) General ledger or classified abstract of the monthly totals of the cash book.

(3) Contingent register.

(4) Order book for contingent charges.

48 ~~51.~~ What is the amount of permanent advance held by the office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?

49 ~~52.~~ Is there any money on hand awaiting remittance to the treasury or payment to parties? Details may be furnished.

50 ~~53.~~ Are there any long standing advances made out of the office imprest, awaiting adjustment? Details may be furnished.

51 ~~54.~~ Are all charges incurred on account of contingencies entered into the contingent register from day to day? (vide article 81 of the Civil Account Code). Are totals struck at the end of the month?

52 ~~55.~~ The necessity for any unusual charges may be scrutinised.

53 ~~56.~~ Are all contingent charges incurred under due authority, sanction of higher authorities being obtained where necessary?

54 ~~57.~~ Is the contingent bill drawn at the end of each month in the manner laid down in the Civil Account Code and are the initials of the head of the office obtained?

55 ~~58.~~ Is the expenditure kept within the budget grant?

29

58. Is the account of the service postage labels correctly written up? Who keeps them and where? Does the stock on hand agree with the book balance? Is it periodically verified by the head of the office?

59. Are salary bills prepared with reference to the attendance register, leave register and office order book? Are drafts of the pay bills maintained?

60. Is an acquittance roll maintained? Are all salaries drawn up duly disbursed and proper receipts taken thereto? Is the stamped receipt obtained for payments of over Rs.20? Is the register examined every month by the head of office?

61. Are the bills and payments posted in the cash book and the postings made under the initials of the head of the office?

62. Is undisbursed pay shortdrawn invariably in the pay bill of the next month?

63. Has necessary sanction been obtained for drawing the pay or allowances of incumbents of appointments requiring sanction of the higher authorities?

64. Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

65. Are drafts of the office travelling allowance bills maintained?

66. Is there any undisbursed travelling allowance kept? If so, how is it dealt with?

67. Are personal claims of officers to pay or allowances or increment disposed of without undue delay?

68. Are pension applications prepared and submitted to the authorities concerned in time? (Is a quarterly list of pending pension applications prepared and submitted ? The last quarterly list may be examined.) —9

Records.

69. The rules, if any, under which the records are arranged may be quoted. If no such rules exist the system of arrangement followed subjectwar or chronological, etc., may be briefly explained.

70. Is the arrangement of records in accordance with the rules?

71. Are all the records sorted according to the prevailing system? If not what is the quantity of papers remaining to be sorted? What time is necessary to complete their sorting?

73.

30

73. In whose charge are the records kept? Are records permitted to be removed without a substitute slip signed by the requisitioning official?

74. A list of the records taken out of the record room and outstanding for long periods may be given.

75. What is the arrangement for the custody of important and confidential records? In whose charge are they? Is a separate list of such records maintained?

76. Does the record room present a clean and tidy appearance?

77. Have rules been framed for regulating the periodical destruction of unserviceable records and have all time-expired papers been eliminated according to such rules and under due authority?

Miscellaneous.

75 ~~76.~~ Are the following lists maintained under the O and D Scheme?

(1) List of important questions requiring consideration at a time.

(2) List of subjects for study re: subjects connected with the department in which individual officers may usefully specialise.

76 ~~78.~~ Is an inspection minute book maintained and written up as laid down in para 4 of Government Order No. 10870-988-E.A.43-14-1, dated the 10th April 1915?

77 ~~80.~~ Extent to which points noted for action at previous inspections have been attended to.

78 ~~81.~~ General remarks, if any.

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Non-Fund QUESTIONS RELATING to PARTICULARLY ~~TO THE SANITARY~~ Offices: COMMISSIONERS OFFICE.

I Sanitary Commr's office.

1. Are the proceedings of the Central Sanitary Board systematically recorded? Is there delay in the circulation of papers among the members of the B o a r d?

2. Is a register maintained to show the major and minor sanitary wants of each local area, based on the reports received from the District Sanitary Officers and the inspection reports of the Sanitary Commissioner? Is an annual list of works requiring priority of consideration made out and placed before the Central Sanitary Board?

3. Are the vaccination returns and diaries of District Sanitary Officers dealt with according to rules and the progress of work reviewed periodically?

4. Is a progressive record of vital statistics for districts and towns maintained as prescribed by rule 104 of the Manual of Office Procedure?

5. Are special registers maintained, separately for each district, to systematically record the notes of inspections by the Sanitary Commissioner?

6. Are references arising out of the notes of inspection made to Presidents of Local Bodies or other officers concerned within one month of the inspections?

7. II ~~Inspections~~ Questions relating ~~particularly to the~~ Offices of District Sanitary Officers.

1. Is a continuous record of the notes of inspections by the District Sanitary Officer maintained?

2. What is the extent of the initiative taken to enlist the attention of the local authorities to the urgent sanitary needs in their areas? What is the number of references made during the current year to Presidents of local bodies or other local authority embodying definite proposals for consideration?

3. What is the extent and nature of the work delegated to the District Sanitary Officer in his capacity as Personal Assistant to the Deputy Commissioner in the Sanitary Department?

4. Are the rules for the timely receipt and tabulation of the vital statistics of the district followed? Are all the prescribed registers maintained? Are all the returns systematically scrutinised by the District Sanitary Officer as required by the rules?

5. Is a monthly programme of tour of the Deputy Inspector of Vaccination and Vaccinators made out? Who prepares the programmes and on what basis? Are they strictly followed?

6. General remarks based on the results of inspection with suggestions, if any, for improvements in work and efficiency.

@@@@@@@@@@@@@@@@@@@@@@

III. ~~QUESTIONS PARTICULARLY APPLYING TO THE~~ PUBLIC HEALTH INSTITUTE, B A N G A L O R E.

@@@@@@

1. Examine the stock register of chemicals.
2. Examine the stock register of apparatus.
3. Are the entries checked by a responsible officer? If so, by whom?
4. Note the condition of the furniture and apparatus. Are any broken?
5. Examine the register of:-
   (a) Bacteriological work
   (b) Chemical work
   (c) Medico-legal work.
6. How many specimens were examined under each of (a), (b) & (c) during the current year and how many are pending?
7. Specify the longest pending specimens awaiting examination. What is the cause of delay?
8. Are correct accounts maintained ~~xxxxxxx~~ ~~xxxxxx~~ of the receipts for fees? Are they remitted to the Treasury regularly?
9. Mention any research or other special work engaging attention. What is the progress made?
10. General remarks, if any, as to sufficiency of accommodation, necessity for reparis or structural alterations, adequacy of establishment and suggestions for improving efficiency.

@@@@@@@@@@@@@@@@@@@@@@

IV ~~Questions particularly applying to the~~ Vaccine institute. Bangalore

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1. Examine the register of calf-vaccination and verify current entries in respect of condition of vesicles by actual inspection.
2. What arrangements are made for the collection of lymph at any hour of the day or night at the proper stage of the devolopment of the vesicles? Are the arrangements satisfactory?
3. Is any special method employed in regard to the ~~shortage~~ storage of lymph and is it satisfactory?

4. What is the number and condition of the calves in the Institute at the time of inspection?
5. What are the articles the supply whereof is obtained on the contract system? Are they supplied at the tendered rates?
6. Is the quality of the articles supplied satisfactory?
7. Examine the stock register of the lymph manufactured. Are issues promptly made and entered?
8. How many indents for lymph were disposed of during the current year and how many remain to be complied with?
9. What is the longest pending indent? What is the cause of delay?
10. What is the amount realised from sale of calves during the current year? Are receipts promptly remitted to the treasury?
11. What is the amount realised during the current year from the sale of vaccine lymph to medical officers and vaccinators outside the State?
12. Is a proper demand, collection and balance statement maintained? Review the current statement.
13. Have there been any complaints received from the medical subordinates, vaccinators or from the ~~medical~~ general public in regard to the purity or the efficiency of the lymph? If so, what was the nature of the investigation made or other action taken and with what result?
14. General remarks, if any, as to sufficiency of accommodation, necessity for repairs or structural alterations, adequacy of establishment and suggestions for improving efficiency.

For Sanitary Commissioner,
(Absent from station.)

34

Proceedings of the Govt. of His Highness the Maharaja of Mysore.

General and Revenue Departments.

2263
8.10.18

R.N.S.
Tap.

G.O. No:

Dated

5-

Prop
WDBR 8/11

Press
Please return this with the cuttings very early
Nagaraja Rao
for Chief Secy.
8/10/18

Inspection Rules

Sanctions — for the Offices under the Control of the Sanitary Commissioner.

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read-

Correspondence ending with letter No.G.C.135-2 dated the 5th September 1918 from the Sanitary Commissioner in Mysore submitting for approval a revised list of questions for the inspection of the offices under his control.

Order No. dated

The following arrangements proposed by the Sanitary Commissioner for the periodical inspection of the offices and institutions under his control are approved.

Name of office or institution.	Inspecting Officer.	Frequency of inspection.	To whom the inspection reports should be submitted
1. Sanitary Commissioner's Office.	Sanitary Commissioner.	Once a year.	Government.
2. Public Health Institute.	Director.	-do-	-do- through the Sanitary Commissioner.
3. Vaccine Institute.	i) Superintendent Ii) Sanitary Comsioner.	-do- -do-	Sanitary Commissioner Government.
4. Offices of District Sanitary Officers.	Deputy Commissioner of the District. Sanitary Commissioner.	-do- -do-	Sanitary Commissioner Government.

2. A memo of points to which the inspecting officers are requested to give their particular attention in the course of inspection is appended to this order.

C. S. BALASUNDARAM IYER,

Chief Secretary to Government.

To

The Sanitary Commissioner in Mysore.

The Deputy Commissioners of Districts.

36

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 1390 — 1398 E.A.G 57. **dated** 12th November **1918.**

Inspection Rules.

Sanctions —— for the offices under the control of the Sanitary Commissioner.

W D 684—GPB—16-10-18—250

37

PROCEEDINGS

OF

THE GOVERNMENT

OF

His Highness the Maharaja of Mysore

OCTOBER 1918

BANGALORE:

PRINTED AT THE GOVERNMENT PRESS

1918

Inspection Rules.

No. 1390-1398—E. A. G. 57 . DATED 12th November ~~October~~ 1918.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Correspondence ending with letter No. G. C. 135-3, dated the 5th September 1918, from the Sanitary Commissioner in Mysore, submitting for approval a revised list of questions for the inspection of the offices under his control.

Order No. dated October 1918.

The following arrangements proposed by the Sanitary Commissioner for the periodical inspection of the offices and institutions under his control are approved.

Name of office or institution	Inspecting Officer	Frequency of inspection	To whom the inspection reports should be submitted
1. Sanitary Commissioner's Office..	Sanitary Commissioner	Once a year	Government.
2. Public Health Institute ..	Director ..	do ..	do through the Sanitary Commissioner.
3. Vaccine Institute ..	(i) Superintendent ..	do ..	Sanitary Commissioner.
	(ii) Sanitary Commissioner.	do ..	Government.
4. Offices of District Sanitary Officers.	Deputy Commissioner of the District.	do ..	Sanitary Commissioner.
	Sanitary Commissioner	do ..	Government.

2. A memo of points to which the inspecting officers are requested to give their particular attention in the course of inspection is appended to this order.

C. S. BALASUNDARAM IYER,
Chief Secretary to Government.

To—The Sanitary Commissioner in Mysore.
The Deputy Commissioners of Districts.

Exd.—C. R.

39

PROCEEDINGS

OF

THE GOVERNMENT

OF

His Highness the Maharaja of Mysore

OCTOBER 1918

BANGALORE:
THE GOVERNMENT PRESS
1918

—E. A. G. No. DATED October 1918

MEMO OF QUESTIONS FOR THE INSPECTION OF THE OFFICE OF THE SANITARY COMMISSIONER WITH THE GOVERNMENT OF MYSORE AND OTHER OFFICES SUBORDINATE THERETO.

(Questions applicable to all offices.)

1. Name of Inspecting Officer with designation.

2. Duration of Inspection .. { Date commenced..... Date concluded.....

3. Previous Inspection .. { Date..... Name of Inspecting Officer.....

GENERAL.

1. Is the office accommodation sufficient and suitable? Are the rooms and premises kept clean?

2. Is an attendance register in use? Is the attendance regular? Who checks the register daily?

3. How many clerks are working in each branch of the office and what is the qualification of each?

SERVICE REGISTERS, LISTS OF ESTABLISHMENTS ETC.

4. Is an up-to-date list of the establishment, both clerical and menial, maintained?

5. Is a record of the qualifications and services of the ministerial officers maintained up-to-date?

6. Is a service register maintained for every permanent official and brought up-to-date? Are these registers arranged in order and kept in the records in a separate box? Who keeps the key of the box?

7. Is a character roll maintained for each official and are these also brought up-to-date?

8. Is an office order book maintained? Are orders of leave, punishment, etc., regularly recorded and given effect to?

9. Is a register of applications for appointments maintained and are selections made therefrom?

10. Are all appointments made in accordance with rules pertaining to the department?

DISTRIBUTION OF WORK.

11. Is a record of the distribution of work among the several clerks in each branch maintained? Is the work assigned to each official sufficient, without being excessive?

12. Does each official maintain a diary or personal register, and do the entries show sufficient work for each day? What is the general condition of the work indicated by these records? Is it up-to-date and efficient?

ARREAR LISTS.

13. Is an arrears statement prepared by the Chief Ministerial Officer in the form prescribed in Government Order No. 672-72-E, A. G. 300, dated 12th August 1918, and submitted by the 5th of the month following?

PROCEEDINGS

THE GOVERNMENT

OF

His Highness the Maharaja of Mysore

OCTOBER 1918

BANGALORE:
PRINTED AT THE GOVERNMENT PRESS
1918

14. Are the lists scrutinised carefully (by the ministerial head of the office) and reminders sent promptly where necessary ?

15. Are similar monthly statements called for from subordinate offices, if any, and scrutinised before the 15th of the month following ?

16. A copy of the latest arrear list may be appended.

Reports and Returns.

17. Is a register of periodicals maintained in the form prescribed in Government Order No. 244-94—E. A. G. 29-6, dated 1st August 1918, and posted up-to-date ? Is it scrutinised by the head of the office ?

18. Is a calendar showing the dates of periodicals, reports and returns due to and from the office maintained and kept up-to-date ? How many such returns were over due at the time of the inspection ?

Furniture List.

19. Is a register of furniture maintained ? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each ? Is the register verified once every quarter and the result reported to the head of the office ? Is a note made in the register of all articles lost or which have become unserviceable ? Is the furniture adequate to the needs of the office or more than necessary ? What is the condition of the furniture kept ?

Stationery and Forms.

20. In whose custody is the office stationery ? Are the stock and issue registers regularly maintained ? Are they submitted monthly for the inspection of the officer in charge ? Is a verification by stock-taking done once a year ?

21. Is a general indent book maintained for monthly issue of stationery ?

22. Are old and unserviceable articles sold by public auction and the proceeds credited to Government ? (*Vide* Rule 19, of the Stationery Rules.)

23. Who keeps the stock of departmental and office forms ? Where are they kept ? Are they neatly arranged ? Is a stock register of the forms maintained ? Are receipts and issues noted in the register ?

24. Is a register of periodical issue stationery maintained ? (*Vide* Rule 36 of the Stationery Rules.)

File of Standing Orders.

25. Is a complete set of the standing orders relating to the work of the office maintained ? Are circular instructions relating to several branches of the office maintained by

43

PROCEEDINGS

OF

THE GOVERNMENT

OF

His Highness the Maharaja of Mysore

OCTOBER 1918

BANGALORE:
PRINTED AT THE GOVERNMENT PRESS
1918

the cencerned clerk in each branch in separate files? Are these files complete and up-to-date?

26. Is each provided with a table of contents and if bulky, also an index?

27. Is a similar file maintained of circulars issued from the office?

28. Are the departmental Codes and Manuals, if any, kept up-to-date?

LIBRARY.

29. In whose charge is the office library and where is it kept?

30. Is a register maintained for entering books and publications as they are received and is it written up-to-date?

31. Is a catalogue of the Office Library maintained up-to-date?

32. Is the stock of books verified with reference to the catalogue once a year?

33. Are all books received into the library correctly labelled and deposited in their appropriate places?

34. Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc.?

35. Are any books issued without a receipt or lent to strangers without the permission of the head of the office?

36. Is a monthly report of books, removed and not returned, submitted?

37. Are cases of loss of or damage to any books reported promptly and orders obtained for their replacement?

TOUR.

38. Is a definite programme drawn up and adhered to?

CORRESPONDENCE REGISTERS.

39. Are the registers of inward and outward correspondence properly maintained as required by the office manual?

40. How many of such registers are maintained? Are a peon book and tappal book maintained?

41. Are the registers written up neatly? Are the entries concise and clear?

42. Are all receipts classified in the manner laid down in rule 11 of the General Rules of Office Procedure? Are disposals regulated in the manner laid down in Government Order No. 1832-81—E. A. G. 260, dated 26th April 1918.

43. Is there any delay in the fair copying and despatching of letters? Are all papers despatched invariably on the day they are signed or the following day? A few issues may be examined with reference to the peon book and tappal book.

44. Is a register maintained to enter all covers as they are received in the office?

PROCEEDINGS

OF

THE GOVERNMENT

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OCTOBER 1918

BANGALORE:
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1918

45. Are all the registers periodically examined by the ministerial head of the office and signed by him in token of his inspection?

46. Are all disposals promptly made over to the record-keeper, duly arranged and stiched? What is the number of such records remaining to be sent to the record room?

CASH AND CONTINGENCIES.

5/ 47. Are the following registers prescribed by Rule 28 of the General Rules of Office Procedure maintained?

(1) Cash book.
(2) General ledger or classfied abstract of the monthly totals of the cash book.
(3) Contingent register.
(4) Order book for contingent charges.

48. What is the amount of permanent advance held by the office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?

49. Is there any money on hand awaiting remittance to the treasury or payment to parties? Details may be furnished?

50. Are there any long standing advances made out of the office imprest, awaiting adjustment? Details may be furnished?

51. Are all charges incurred on account of contingencies entered into the contingent register from day to day? (*Vide* Article 81 of the Civil Account Code? Are totals struck at the end of the month?

52. The necessity for any unusual charges may be scrutinised.

53. Are all contingent charges incurred under due authority, sanction of higher authorities being obtained where necessary?

54. Is the contingent bill drawn at the end of each month in the manner laid down in the Civil Account Code and are the initials of the head of the office obtained?

55. Is the expenditure kept within the budget grant?

56. Is the account of the service postage labels correctly written up? Who keeps them and where? Does the stock on hand agree with the book balance? Is it periodically verified by the head of the office?

e/ 57. Are salary bills prepared with reference to the attendance register, leave register and office order book? Are drafts of the pay bills maintained?

58. Is an acquitance roll maintained? Are all salaries drawn, duly disbursed and proper receipts taken therein? Is the stamped receipt obtained for payments of over Rs. 20? Is the register examined every month by the head of office?

59. Are the bills and payments posted in the cash book and the postings made under the initials of the head of the office?

60. Is undisbursed pay shortdrawn invariably in the pay bill of the next month?

61. Has necessary sanction been obtained for drawing the pay or allowances of incumbents of appointments requiring sanction of the higher authorities?

62. Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

63. Are drafts of the office travelling allowance bills maintained?

64. Is there any undisbursed travelling allowance kept? If so, how is it dealt with?

65. Are personal claims of officers to pay or allowance or increment disposed of without undue delay?

66. Are pension applications prepared and submitted to the authorities concerned in time?

RECORDS.

67. The rules, if any, under which the records are arranged may be quoted. If no such rules exist the system of arrangement followed subjectwar or chronological, etc., may be briefly explained?

68. Is the arrangement of records in accordance with the rules?

69. Are all the records sorted according to the prevailing system? If not what is the quantity of papers remaining to be sorted? What time is necessary to complete their sorting?

70. In whose charge are the records kept? Are records permitted to be removed without a substitute slip signed by the requisitioning official?

71. A list of the records taken out of the record room and outstanding for long periods may be given.

72. What is the arrangement for the custody of important and confidential records? In whose charge are they? Is a separate list of such records maintained?

73. Does the record room present a clean and tidy appearance?

74. Have rules been framed for regulating the periodical destruction of unserviceable records and have all time-expired papers been eliminated according to such rules and under due authority?

MISCELLANEOUS.

75. Are the following lists maintained under the O and D Scheme?

(1) List of important questions requiring consideration at a time.

(2) List of subjects for study *re* subjects connected with the department in which individual officers may carefully specialise.

76. Is an inspection minute book maintained and written up as laid down in para 4 of Government Order No. 10870-918—E. A. 43-14-1, dated the 10th April 1915?

77. Extent to which points noted for action at previous inspections have been attended to.

78. General remarks, if any.

No. —E. A. G. DATED 1918.

ADDITIONAL QUESTIONS RELATING TO PARTICULAR OFFICES:—

I. Sanitary Commissioner's Office.

1. Are the proceedings of the General Sanitary Board systematically recorded? Is there delay in the circulation of papers among the members of the Board?

2. Is a register maintained to show the major and minor sanitary wants of each local area, based on the reports received from the District Sanitary Officers and the inspection reports of the Sanitary Commissioner? Is an annual list of works requiring priority of consideration made out and placed before the Central Sanitary Board?

3. Are the vaccination returns and diaries of District Sanitary Officers dealt with according to rules and the progress of work reviewed periodically?

4. Is a progressive record of vital statistics for districts and towns maintained as prescribed by rule 104 of the Manual of Office Procedure?

5. Are special registers maintained, separately for each district, to systematically record the notes of inspections by the Sanitary Commissioner?

6. Are references arising out of the notes of inspection made to Presidents of Local Bodies or other officers concerned within one month of the inspections?

II. Offices of District Sanitary Officers.

1. Is a continuous record of the notes of inspections by the District Sanitary Officer maintained?

2. What is the extent of the initiative taken to enlist the attention of the local authorities to the urgent sanitary needs in their areas? What is the number of references made during the current year to Presidents of Local Bodies or other local authority embodying definite proposals for consideration?

3. What is the extent and nature of the work delegated to the District Sanitary Officer in his capacity as Personal Assistant to the Deputy Commissioner in the Sanitary Department?

4. Are the rules for the timely receipt and tabulation of the vital statistics of the district followed? Are all the prescribed registers maintained? Are all the returns systematically scrutinised by the District Sanitary Officer as required in the rules?

5. Is a monthly programme of tour of the Deputy Inspector of Vaccination and Vaccinators made out? Who prepares the programme and on what basis? Are they strictly followed?

No. —E. A. G. DATED 1918.

III. PUBLIC HEALTH INSTITUTE, BANGALORE.

1. Examine the stock register of chemicals.

2. Examine the stock register of apparatus.

3. Are the entries checked by a responsible officer? If so, by whom?

4. Note the condition of the furniture and apparatus. Are any broken?

5. Examine the register of :—
(a) Bacteriological work,
(b) Chemical work,
(c) Medico-legal work.

6. How many specimens were examined under each of (a), (b) and (c) during the current year and how many are pending?

7. Specify the longest pending specimens awaiting examination. What is the cause of delay?

8. Are correct accounts maintained of the receipt for fees? Are they remitted to the Treasury regularly?

9. Mention any research or other special work engaging attention. What is the progress made?

IV. VACCINE INSTITUTE, BANGALORE.

1. Examine the register of calf-vaccination and verify current entries in respect of condition of vesicles by actual inspection.

2. What arrangements are made for the collection of lymph at any hour of the day or night at the proper stage of the development of the vesicles? Are the arrangements satisfactory?

3. Is any special method employed in regard to the storage of lymph and is it satisfactory?

4. What is the number and condition of the calves in the Institute at the time of inspection?

5. What are the articles the supply whereof is obtained on the contract system? Are they supplied at the tendered rates?

6. Is the quality of the articles supplied satisfactory?

7. Examine the stock register of the lymph manufactured. Are issues promptly made and entered?

8. How many indents for lymph were disposed of during the current year and how many remain to be complied with?

9. What is the longest pending indent? What is the cause of delay?

10. What is the amount realised from sale of calves during the current year? Are receipts promptly remitted to the treasury?

11. What is the amount realised during the current year from the vaccine lymph to to medical officers and vaccinators outside the State?

12. Is a proper demand, collection and balance statement maintained? Review the current statement.

13. Have there been any complaints received from the medical subordinates, vaccinators or from the general public in regard to the purity of the efficiency of the lymph? If so, what was the nature of the investigation made or other action taken and with what result?

50

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 1390-1398—E. A. G. 57, dated 12th Nov. 1918.

Inspection Rules.

Sanctions —— for the offices under the control of the Sanitary Commissioner.

W D 684—GPB—28-11-18—265

No. 1390-1398—E. A. G. 57, DATED 12TH NOVEMBER 1918.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Correspondence ending with letter No. G. C. 135-3, dated the 5th September 1918 from the Sanitary Commissioner in Mysore, submitting for approval a revised list of questions for the inspection of the offices under his control.

Order No. 1390-1398—E. A. G. 57, dated 12th November 1918.

The following arrangements proposed by the Sanitary Commissioner for the periodical inspection of the offices and institutions under his control are approved.

Name of office or institution	Inspecting Officer	Frequency of inspection	To whom the inspection reports should be submitted
1. Sanitary Commissioner's Office.	Sanitary Commissioner	Once a year	Government.
2. Public Health Institute ..	Director ..	do ..	do through the Sanitary Commissioner.
3. Vaccine Institute ..	(i) Superintendent ..	do ..	Sanitary Commissioner.
	(ii) Sanitary Commissioner.	do ..	Government.
4. Offices of District Sanitary Officers.	Deputy Commissioner of the District.	do ..	Sanitary Commissioner.
	Sanitary Commissioner	do ..	Government.

2. A memo of points to which the inspecting officers are requested to give their particular attention in the course of inspection is appended to this order.

C. S. BALASUNDARAM IYER,
Chief Secretary to Government.

To—The Sanitary Commissioner in Mysore.
The Deputy Commissioners of Districts.

Exd.—G. W. B.

No. 1390-1398—E. A. G. 57, DATED 12TH NOVEMBER 1918.

APPENDIX.

MEMO OF QUESTIONS FOR THE INSPECTION OF THE OFFICE OF THE SANITARY COMMISSIONER WITH THE GOVERNMENT OF MYSORE AND OTHER OFFICES SUBORDINATE THERETO.

(Questions applicable to all offices.)

1. Name of Inspecting Officer with designation.

2. Duration of Inspection .. { Date commenced..... Date concluded.....

3. Previous Inspection .. { Date..... Name of Inspecting Officer.....

GENERAL.

1. Is the office accommodation sufficient and suitable? Are the rooms and premises kept clean?

2. Is an attendance register in use? Is the attendance regular? Who checks the register daily?

3. How many clerks are working in each branch of the office and what is the qualification of each?

SERVICE REGISTERS, LISTS OF ESTABLISHMENTS, ETC.

4. Is an up-to-date list of the establishment, both clerical and menial, maintained?

5. Is a record of the qualifications and services of the ministerial officers maintained up-to-date?

6. Is a service register maintained for every permanent official and brought up-to-date? Are these registers arranged in order and kept in the records in a separate box? Who keeps the key of the box?

7. Is a character roll maintained for each official and are these also brought up-to-date?

8. Is an office order book maintained? Are orders of leave, punishment, etc., regularly recorded and given effect to?

9. Is a register of applications for appointments maintained and are selections made therefrom?

10. Are all appointments made in accordance with rules pertaining to the department?

DISTRIBUTION OF WORK.

11. Is a record of the distribution of work among the several clerks in each branch maintained? Is the work assigned to each official sufficient, without being excessive?

12. Does each official maintain a diary or personal register, and do the entries show sufficient work for each day? What is the general condition of the work indicated by these records? Is it up-to-date and efficient?

ARREAR LISTS.

13. Is an arrears statement prepared by the Chief Ministerial Officer in the form prescribed in Government Order No. 672-721—E. A. G. 300, dated 12th August 1918, and submitted by the 5th of the month following?

14. Are the lists scrutinised carefully and reminders sent promptly where necessary ?

15. Are similar monthly statements called for from subordinate offices, if any, and scrutinised before the 15th of the month following ?

16. A copy of the latest arrear list may be appended.

REPORTS AND RETURNS.

17. Is a register of periodicals maintained in the form prescribed in Government Order No. 244-94—E. A. G. 29-6, dated 1st August 1918, and posted up-to-date ? Is it scrutinised by the head of the office ?

18. Is a calendar showing the dates of periodicals, reports and returns due to and from the office maintained and kept up-to-date ? How many such returns were over due at the time of the inspection ?

FURNITURE LIST.

19. Is a register of furniture maintained ? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each ? Is the register verified once every quarter and the result reported to the head of the office ? Is a note made in the register of all articles lost or which have become unserviceable ? Is the furniture adequate to the needs of the office or more than necessary ? What is the condition of the furniture kept ?

STATIONERY AND FORMS.

20. In whose custody is the office stationery ? Are the stock and issue registers regularly maintained ? Are they submitted monthly for the inspection of the officer in charge ? Is a verification by stock-taking done once a year ?

21. Is a general indent book maintained for monthly issue of stationery ?

22. Are old and unserviceable articles sold by public auction and the proceeds credited to Government ? (*Vide* Rule 19, of the Stationery Rules.)

23. Who keeps the stock of departmental and office forms ? Where are they kept ? Are they neatly arranged ? Is a stock register of the forms maintained ? Are all receipts and issues noted in the register ?

24. Is a register of periodical issue of stationery maintained ? (*Vide* Rule 36 of the Stationery Rules.)

FILE OF STANDING ORDERS.

25. Is a complete set of the standing orders relating to the work of the office maintained ? Are circular instructions relating to several branches of the office maintained by the concerned clerk in each branch in separate files ? Are these files complete and up-to-date ?

26. Is each provided with a table of contents and if bulky, also an index ?

27. Is a similar file maintained of circulars issued from the office ?

28. Are the departmental Codes and Manuals, if any, kept up-to-date ?

LIBRARY.

29. In whose charge is the Office Library and where is it kept ?

30. Is a register maintained for entering books and publications as they are received and is it written up-to-date ?

31. Is a catalogue of the Office Library maintained up-to-date ?

32. Is the stock of books verified with reference to the catalogue once a year ?

33. Are all books received into the library correctly labelled and deposited in their appropriate places ?

34. Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc. ?

35. Are any books issued without a receipt or lent to strangers without the permission of the head of the office ?

36. Is a monthly report of books, removed and not returned, submitted ?

37. Are cases of loss of or damage to any books reported promptly and orders obtained for their replacement ?

TOUR.

38. Is a definite programme drawn up and adhered to ?

CORRESPONDENCE REGISTERS.

39. Are the registers of inward and outward correspondence properly maintained as required by the office manual ?

40. How many of such registers are maintained ? Are a peon book and tappal book maintained ?

41. Are the registers written up neatly? Are the entries concise and clear ?

42. Are all receipts classified in the manner laid down in Rule 11 of the General Rules of Office Procedure ? Are disposals regulated in the manner laid down in Government Order No. 1832-81—E. A. G. 260, dated 26th April 1918.

43. Is there any delay in the fair copying and despatching of letters ? Are all papers despatched invariably on the day they are signed or the following day ? A few issues may be examined with reference to the peon book and tappal book.

44. Is a register maintained to enter all covers as they are received in the office ?

45. Are all the registers periodically examined by the ministerial head of the office and signed by him in token of his inspection?

46. Are all disposals promptly made over to the record-keeper, duly arranged and stitched? What is the number of such records remaining to be sent to the record room?

CASH AND CONTINGENCIES.

47. Are the following registers prescribed by Rule 25 of the General Rules of Office Procedure maintained?

(1) Cash book.
(2) General ledger or classified abstract of the monthly totals of the cash book.
(3) Contingent register.
(4) Order book for contingent charges.

48. What is the amount of permanent advance held by the office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?

49. Is there any money on hand awaiting remittance to the treasury or payment to parties? Details may be furnished?

50. Are there any long standing advances made out of the office imprest, awaiting adjustment? Details may be furnished?

51. Are all charges incurred on account of contingencies entered into the contingent register from day to day? (*Vide* Article 81 of the Civil Account Code?) Are totals struck at the end of the month?

52. The necessity for any unusual charges may be scrutinised.

53. Are all contingent charges incurred under due authority, sanction of higher authorities being obtained where necessary?

54. Is the contingent bill drawn at the end of each month in the manner laid down in the Civil Account Code and are the initials of the head of the office obtained?

55. Is the expenditure kept within the budget grant?

56. Is the account of the service postage labels correctly written up? Who keeps them and where? Does the stock on hand agree with the book balance? Is it periodically verified by the head of the office?

57. Are salary bills prepared with reference to the attendance register, leave register and office order book? Are drafts of the pay bills maintained?

58. Is an acquittance roll maintained? Are all salaries drawn, duly disbursed and proper receipts taken therein? Is a stamped receipt obtained for payments of over Rs. 20? Is the register examined every month by the head of the office?

59. Are the bills and payments posted in the cash book and the postings made under the initials of the head of the office?

60. Is undisbursed pay short-drawn invariably in the pay bill of the next month?

61. Has necessary sanction been obtained for drawing the pay or allowances of incumbents of appointments requiring sanction of the higher authorities?

62. Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

63. Are drafts of the office travelling allowance bills maintained?

64. Is there any undisbursed travelling allowance kept? If so, how is it dealt with?

65. Are personal claims of officers to pay or allowance or increment disposed of without undue delay?

66. Are pension applications prepared and submitted to the authorities concerned in time?

RECORDS.

67. The rules, if any, under which the records are arranged may be quoted. If no such rules exist, the system of arrangement followed subjectwar or chronological, etc., may be briefly explained?

68. Is the arrangement of records in accordance with the rules?

69. Are all the records sorted according to the prevailing system? If not what is the quantity of papers remaining to be sorted? What time is necessary to complete their sorting?

70. In whose charge are the records kept? Are records permitted to be removed without a substitute slip signed by the requisitioning official?

71. A list of the records taken out of the record room and outstanding for long periods may be given.

72. What is the arrangement for the custody of important and confidential records? In whose charge are they? Is a separate list of such records maintained?

73. Does the record room present a clean and tidy appearance?

74. Have rules been framed for regulating the periodical destruction of unserviceable records and have all time-expired papers been eliminated according to such rules and under due authority?

MISCELLANEOUS.

75. Are the following lists maintained under the Organisation and Development Scheme ?

(1) List of important questions requiring consideration at a time.

(2) List of subjects for study *re* subjects connected with the department in which individual officers may usefully specialise.

76. Is an inspection minute book maintained and written up as laid down in para 4 of Government Order No. 10870-918—E. A. 43-14-1, dated the 10th April 1915?

77. Extent to which points noted for action at previous inspections have been attended to.

78. General remarks, if any.

No. 1390-1398—E. A. G. 57, DATED 12TH NOVEMBER 1918.

Additional questions relating to particular offices :—

I. SANITARY COMMISSIONER'S OFFICE.

1. Are the proceedings of the Central Sanitary Board systematically recorded? Is there delay in the circulation of papers among the members of the Board?

2. Is a register maintained to show the major and minor sanitary wants of each local area, based on the reports received from the District Sanitary Officers and the inspection reports of the Sanitary Commissioner? Is an annual list of works requiring priority of consideration made out and placed before the Central Sanitary Board?

3. Are the vaccination returns and diaries of District Sanitary Officers dealt with according to Rules and the progress of work reviewed periodically?

4. Is a progressive record of vital statistics for districts and towns maintained as prescribed by Rule 104 of the Manual of Office Procedure?

5. Are special registers maintained separately for each district, to systematically record the notes of inspection by the Sanitary Commissioner?

6. Are references arising out of the notes of inspection made to Presidents of Local Bodies or other officers concerned within one month of the inspections?

II. OFFICES OF DISTRICT SANITARY OFFICERS.

1. Is a continuous record of the notes of inspections by the District Sanitary Officer maintained?

2. What is the extent of the initiative taken to enlist the attention of the local authorities to the urgent sanitary needs in their areas? What is the number of references made during the current year to Presidents of Local Bodies or other local authority embodying definite proposals for consideration?

3. What is the extent and nature of the work delegated to the District Sanitary Officer in his capacity as Personal Assistant to the Deputy Commissioner in the Sanitary Department?

4. Are the rules for the timely receipt and tabulation of the vital statistics of the district followed? Are all the prescribed registers maintained? Are all the returns systematically scrutinised by the District Sanitary Officer as required in the rules?

5. Is a monthly programme of tour of the Deputy Inspector of Vaccination and Vaccinators made out? Who prepares the programme and on what basis? Are they strictly followed?

III. PUBLIC HEALTH INSTITUTE, BANGALORE.

1. Examine the stock register of chemicals.

2. Examine the stock register of apparatus.

3. Are the entries checked by a responsible officer? If so, by whom?

4. Note the condition of the furniture and apparatus. Are any broken?

5. Examine the register of :—

(*a*) Bacteriological work,

(*b*) Chemical work, and

(*c*) Medico-legal work.

6. How many specimens were examined under each of (*a*), (*b*) and (*c*) during the current year and how many are pending?

7. Specify the longest pending specimens awaiting examination. What is the cause of delay?

8. Are correct accounts maintained of the receipts for fees? Are they remitted to the Treasury regularly?

9. Mention any research or other special work engaging attention. What is the progress made?

IV. VACCINE INSTITUTE, BANGALORE.

1. Examine the register of calf-vaccination and verify current entries in respect of condition of vesicles by actual inspection.

2. What arrangements are made for the collection of lymph at any hour of the day or night at the proper stage of the development of the vesicles? Are the arrangements satisfactory?

3. Is any special method employed in regard to the storage of lymph and is it satisfactory?

4. What is the number and condition of the calves in the Institute at the time of inspection?

5. What are the articles, the supply whereof is obtained on the contract system? Are they supplied at the tendered rates?

6. Is the quality of the articles supplied satisfactory?

7. Examine the stock register of the lymph manufactured. Are issues promptly made and entered?

8. How many indents for lymph were disposed of during the current year and how many remain to be complied with?

9. What is the longest pending indent? What is the cause of delay?

10. What is the amount realised from sale of calves during the current year? Are receipts promptly remitted to the treasury?

11. What is the amount realised during the current year from the sale of the vaccine lymph to medical officers and vaccinators outside the State?

12. Is a proper demand, collection and balance statement maintained? Review the current statement.

13. Have there been any complaints received from the medical subordinates, vaccinators or from the general public in regard to the purity of the efficiency of the lymph? If so, what was the nature of the investigation made or other action taken and with what result?